

# CEA



## CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**DEPARTMENT:** Department of Corrections and Rehabilitation

**POSITION:** Assistant Chief, Community and Reentry Services  
Division of Rehabilitative Programs  
CEA Level 2

**FINAL FILING DATE:** September 19, 2011

**SALARY RANGE:** \$7,815 - \$8,616\*

### DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Chief, Office of Offender Services (OS), Division of Rehabilitative Programs (DRP), the Assistant Chief, Community and Reentry Services is responsible for the management, administration, and ongoing operations of the statewide addiction and recovery programs. The Assistant Chief plans, organizes, and directs all program activities and policy for community and prison reentry programs including: community treatment programs, DRP prison reentry, parolee services centers, day reporting centers, employment programs, the In-Custody Drug Treatment Program (ICDTP) and other community programs. The Assistant Chief coordinates all program activities through subordinate managers and has full responsibility and extensive involvement in program and policy formulation, implementation, and management to ensure that all aspects of the programs are in complete compliance with state and federal mandates, and court orders.

Duties include, but are not limited to:

Responsible for developing, formulating, and implementing all policies related to DRP community and prison reentry programs; project/program planning, design, coordination; implementation of research, tracking, and reporting programs; fiscal and personnel management; and ensuring that all aspects of programming, including the ICDTP, are in complete compliance with state and federal mandates.

Develop, implement, and monitor the Department's community and prison reentry programs for prevention, intervention, and treatment designed to ensure public safety. Plan, organize, and direct the activities of administrative staff through subordinate managers and supervisors; recommend, develop, and implement policies and procedures relative to the provision of programming to inmates and parolees to ensure that every parolee has the opportunity to participate in a program to address their individual needs and to reduce factors that contribute to their criminality.

The incumbent will serve as the key departmental contact for program issues with city, county, state and federal offices, and law enforcement officials, attorneys, program providers and community groups/organizations, and respond to inquiries from the Governor's Office and the Legislature; principle advisor for community care and prison reentry issues to the Secretary, departmental executive and management staff, Wardens, and Superintendents in the area of rehabilitation relative to evidence-based practices and quality services. Coordinate activities with federal funding agencies and other state agencies including the Department of Alcohol and Drug Programs, and the Attorney General's Office, etc., to ensure interagency cooperation.

Work with individual institutional management to design and implement new programs for inmates, evaluate the effectiveness and impact of rehabilitative programs, and recommend and implement modifications to these programs. Serve as a consultant to the DRP Treatment Advisory Committee; meet with legislative staff; testify before legislative committees; meet with individual legislators to develop legislation relative to the Department's rehabilitative programs; provide overall direction in the management of the community programs, employment services and prison reentry program annual budget and other administrative functions.

#### **MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications:

##### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

##### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code Section 18990.

##### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

**KNOWLEDGE AND ABILITIES:**

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's Equal Employment Opportunity Program objectives; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; and for maintaining a work environment that is free of discrimination and harassment.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

**DESIRABLE QUALIFICATIONS:**

1. Broad and extensive administrative experience in the development and implementation of prevention, treatment and intervention services, policies and operational procedures.
2. Knowledge of evidence-based substance abuse treatment services, community corrections, risk and needs assessments and programs to reduce criminal thinking, prison reentry

programs, employment programs for inmates and parolees, and programs to address co-occurring disorders including substance abuse and mental health disorders.

3. Ability to develop cooperative working relationships with representatives of legislative and executive branch members, the Governor's Office, regulatory agencies, advocacy groups, local government officials, the media, the unions, and others; ability to communicate effectively both verbally and in writing.
4. Ability to analyze complex problems, recommend and initiate effective courses of action, and develop and implement policies and procedures; represent the Department before the Legislature, control agencies, local government, and other state agencies on policy level issues.
5. Experience in personnel management and supervision which demonstrates the ability to motivate staff and manage large groups; and knowledge of a manager's role in providing equal employment opportunity in the work place.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Department of Corrections, Parole Administrator I, Adult Parole, Program Administrator, Correctional School, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

#### EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. The desirable qualifications **MUST** be addressed and numbered in the same order as is listed. **You must provide specific examples.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. **THE STATEMENT OF QUALIFICATIONS CANNOT EXCEED FOUR PAGES IN LENGTH OR BE LESS THAN SIZE 12 FONT. FAILURE TO FOLLOW THIS FORMAT WILL RESULT IN ELIMINATION FROM THE EXAMINATION. APPLICANTS WHO FAIL TO SUBMIT**

**A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.  
RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:

[www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Executive/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html)

**USE AND APPLICATION OF EXAMINATION PROCESS:**

The results of this examination will be used solely to fill the Assistant Chief, Community and Reentry Services, Division of Rehabilitative Programs, CEA Level 2 vacancy. For further information regarding this position, please contact Xina Bolden at (916) 327-8028 or [xina.bolden@cdcr.ca.gov](mailto:xina.bolden@cdcr.ca.gov).

**FILING INSTRUCTIONS:**

A Standard State Application (Form 678), resume, and Statement of Qualifications must be submitted and postmarked by September 19, 2011 to Xina Bolden, Office of Executive Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 522-N, Sacramento, California. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for the Office of Executive Appointments.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

**GENERAL INFORMATION:**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

***\*The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13<sup>th</sup> month of consecutive employment.***

**DEPARTMENT OF CORRECTIONS AND REHABILITATION**

*Vision: A safer California through correctional excellence.*

*Mission: We protect the public by safely and securely supervising adult and juvenile offenders, providing effective rehabilitation and treatment, and integrating offenders successfully into the community.*